

MINUTES
PERSONNEL COMMITTEE
DECEMBER 12, 2007 3:00 P.M. SCOTT HEYMAN CONFERENCE ROOM

Present: J. Dennis, Chair; G. Stevenson; L. McBean-Clairborne; D. Kiefer (arrived at 3:15 p.m.); M. Sigler (arrived at 3:35 p.m.)
Staff: P. Younger, Deputy County Administrator; S. Whicher, County Administrator; M. Lynch, Public Information Officer; C. Covert, Clerk of the Legislature; S. Martel Moore, Deputy County Administrator; D. Squires, Finance Director; A. Fitzpatrick, Personnel Commissioner; J. Wood, County Attorney
Guests: C. DeMarco, Mental Health Department; C. Chock, Candidate for Legislative District No. 3

Call to Order

The meeting was called to order at 3:05 p.m.

Changes to Agenda

There were no changes to the agenda.

Chair's Report

Mr. Dennis updated the Committee on labor negotiations. The first session will be scheduled with road patrol following their declaration of impasse. The White Collar CSEA Union has declared impasse. A meeting with Blue Collar CSEA Union is scheduled for December 19th.

Performance Review Process – Four Direct Reports to the Legislature

Mr. Dennis said Paula Younger and Leslyn McBean-Clairborne have been working on this. Ms. Younger said she met with most Legislators and the four direct reports to discuss a review process and summarized the themes from the meetings.

Ms. Kiefer arrived at this time.

At this time she distributed a draft design proposal in the form of a guidebook and reviewed it. She also distributed and reviewed a Self-Review document.

Mrs. McBean-Clairborne reiterated the comment that these documents are draft and encouraged Committee members to provide feedback. She also commented that some of the sections will not be relevant or apply to all four positions.

Ms. Chock commented that training for the individuals conducting the reviews would need to be considered if necessary. Ms. Younger said there will be coaching sessions.

Mr. Dennis stated that feedback from the four direct reports is also welcome.

Resolution – Salaries for Red-Circled Positions

It was MOVED by Mr. Dennis, seconded by Mrs. McBean-Clairborne, to approve and submit the following resolution to the full Legislature for approval.

Mr. Sigler arrived at this time.

Mrs. McBean-Clairborne questioned the second Resolved. Ms. Kiefer said she would like to see the following changes made to the resolution:

- last Whereas change the word “should” to “could”

- two separate Resolveds – one addressing fringe benefits and the other that addresses setting salaries
- add: effective January 1 incumbents would receive a specific salary increase such as including numbers
- combine the last two Resolveds

Ms. Kiefer stated that since the County is in negotiations, she is uncomfortable with putting in numbers. However, if the Committee agreed to a number, a statement could be included that adjustments would be made accordingly when new numbers are reached through negotiations. In addition she commented that until such time as a process is established for analyzing and determining the specific salaries outside the existing scale, they should be reviewed on an annual basis.

It was noted that the range of these salaries is \$149,000-\$163,000.

At this time, Ms. Kiefer also reminded the Committee why the salaries for these individuals are handled this way and highlighted various suggestions that could be considered for establishing salaries.

Mrs. McBean-Clairborne understands Ms. Kiefer's concerns, but believes the proposal presented is the fairest at this time.

It was MOVED by Ms. Kiefer, to add a salary increase of 2.3 percent which is the 2008 Social Security Cost of Living increase. MOTION FAILED DUE TO LACK OF A SECOND.

Mr. Sigler spoke briefly about process and questioned why these discussions are not being held in executive session. It was stated that these discussions are not considered negotiations and therefore an executive session is not warranted.

Ms. Fitzpatrick provided an overview of the history of these and why their salaries are outside the existing salary scale.

Committee members agreed to strike the second Resolved as unnecessary.

Following further discussion, Mr. Sigler stated he also understands Ms. Kiefer's concerns.

A voice vote resulted as follows on the resolution: Ayes – 4 (Dennis, McBean-Clairborne, Sigler, and Stevenson); Noes – 1 (Kiefer). RESOLUTION CARRIED.

**RESOLUTION NO. - AUTHORIZING EQUAL BENEFITS AND SALARY
ADJUSTMENTS FOR MANAGEMENT POSITIONS WITH
SALARIES SPECIFICALLY AUTHORIZED BY THE
LEGISLATURE TO BE ABOVE THE ASSIGNED GRADE**

WHEREAS, the "Point-Factor Rating System" that is applied to all job descriptions and utilized by Tompkins County to assign labor grades and corresponding salaries to all titles is unable to reflect the market-rate salaries of certain highly specialized professional positions, and

WHEREAS, by prior resolution of the Legislature, incumbents in the titles of Psychiatrist, Medical Director – Mental Health, and Deputy County Attorney have been assigned salaries at a rate above that provided in the Management salary schedule, and

WHEREAS, salary increases for all management titles, except those mentioned above, are included in, and authorized by, one annual resolution of the Legislature, and

WHEREAS, the fringe benefits and annual salary increase for incumbents in the three titles mentioned above should be equivalent to the increases and benefits provided to all other management staff, now therefore be it

RESOLVED, on recommendation of the Personnel Committee, That effective January 1, 2008, incumbents in the titles of Psychiatrist, Medical Director – Mental Health, and Deputy County Attorney, will be eligible to receive the same fringe benefits and will receive the same annual salary adjustments as those provided to other management staff without requiring a separate resolution of the Legislature,

~~RESOLVED, further, That currently there is stability with the individuals in these positions, however, should a vacancy occur and recruitment is necessary the appropriate program committee will look at CPI and market analysis,~~

RESOLVED, That effective immediately, whenever there is a vacancy in one of these titles, a base salary will be set for the newly hired incumbent on an individual basis by a resolution of the Legislature **taking into consideration CPI, market analysis, and County fringe value.**

SEQR ACTION: TYPE II-20

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Resolution – 2008 Management Employees Salaries

It was MOVED by Mr. Stevenson, seconded by Mrs. McBean-Clairborne, and unanimously adopted by voice vote, to approve and submit the following resolution to the full Legislature for approval. Discussion followed and Ms. Kiefer believes it is a mistake to establish salaries for a larger group of employees at this time during negotiations.

Ms. Fitzpatrick briefly reported on the action taken earlier in the year with the Confidential employees to continue to parallel White Collar salaries and benefits in all aspects as negotiated by the White Collar bargaining unit. She said contact was made to the representatives of the Confidential employees that this resolution was being presented and there was no objection.

A voice vote resulted as follows on the resolution: Ayes – 4 (Dennis, McBean-Clairborne, Sigler, and Stevenson); Noes – 1 (Kiefer). RESOLUTION CARRIED.

**RESOLUTION NO. – ESTABLISHING SALARIES AND BENEFITS OF
MANAGEMENT EMPLOYEES, 2008**

WHEREAS, from 1988-2007, the Legislature has reviewed the salary schedules for Management, and

WHEREAS, the schedule developed during that time period to bring management salaries into alignment is anticipated to be completed no later than 2009, now therefore be it

~~RESOLVED, on recommendation of the Personnel Committee, That Management employees newly hired, reclassified, or who changed positions after January 1, 2001, are currently salaried based upon the relevant County salary schedule,~~

RESOLVED, That all incumbents in Management positions on January 1, 2008, shall receive an increase of 2.25 percent if their salary exceeds the relevant salary schedule or 3.0 percent if their salary is equal to the relevant salary schedule.

SEQR ACTION: TYPE II – 20

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Workforce Diversity and Inclusion Committee

Resolution

It was MOVED by Mrs. McBean-Clairborne, seconded by Mr. Sigler, to approve and submit the following resolution to the full Legislature for approval. Ms. Kiefer opined that the order of the tagline words could be reversed to say "Diversity through Inclusion". In response, Mrs. McBean-Clairborne stated the word "inclusion" was used first in the phrase because it is the broader picture and with diversity comes inclusion. Mr. Whicher said this was discussed briefly at the Department Head meeting and was very well supported. The intent is to use the tagline on all County documents including letterhead.

A voice vote resulted as follows on the resolution: Ayes – 5, Noes – 0. RESOLUTION CARRIED.

RESOLUTION NO. – APPROVAL OF TOMPKINS COUNTY WORKFORCE DIVERSITY TAGLINE

WHEREAS, the Tompkins County Legislature has made a commitment to improving its culture of diversity and inclusion throughout county government, and

WHEREAS, in January 2005 the Legislature formed an ad hoc advisory committee called "Workforce Diversity and Inclusion Committee" and charged this Committee with assisting the Legislature to moving forward an agenda of diversity and inclusion, and

WHEREAS, the County's commitment to diversity and inclusion should be in the forefront whenever we communicate with the public, and

WHEREAS, a tagline that is carried on all County communications reinforces that commitment, and

WHEREAS, the Workforce Diversity and Inclusion Committee recommends the adoption and regular use of the tagline "Inclusion through Diversity", now therefore be it

RESOLVED, on recommendation of the Workforce Diversity and Inclusion and the Personnel Committees, That the Tompkins County Legislature hereby approves the Workforce Diversity and Inclusion tagline, *Inclusion through Diversity*, and directs that it be used on County letterhead, websites, and other appropriate materials.

SEQR ACTON: TYPE II-20

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Appointments

It was MOVED by Mr. Stevenson, seconded by Mrs. McBean-Clairborne, and unanimously adopted by voice vote, to approve and submit the following appointments to the Workforce Diversity and Inclusion Committee to the full Legislature for approval. It was noted that the residency requirement was waived in the bylaws for County staff for this particular advisory board.

Betsy Doling – term expires December 31, 2010

Chantalise DeMarco – term expires December 31, 2010

Retiree Health Insurance

Mr. Dennis said discussion on this subject will continue in the future. Ms. Fitzpatrick said she has been in contact with Louise McEwen and John Murphy and provided them with some updated information. She informed them that any change will not occur until the Legislature makes a change and that they would be notified well in advance before that happens. Health insurance information was sent to retirees yesterday for them to decide which health insurance plan they wish to have. In 2007, there was a rebate that is being credited to the retirees as it was to the active employees with health insurance.

Mr. Dennis reiterated his comment that discussions will continue next year as there is a need to contain the costs of health insurance.

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Personnel Department

Project Assistants

The report on project assistants dated October 31, 2007, was briefly reviewed by Committee members. In response to a question by Mrs. McBean-Clairborne, Ms. Fitzpatrick stated there is an 18-month limit for a project assistant; they must have a break in service before continuing in another project assistant position. Ms. Fitzpatrick said during the time as a project assistant they are assisted through the exam process.

Demographic Report

No report was presented this month.

Training Update

Ms. Fitzpatrick said she would provide a training update at the next meeting. Ms. Kiefer referred to page 4 of the October 10th minutes and asked if there was a pilot tracking of vacancies in place. Ms. Fitzpatrick said a pilot program was started in November, but the project assistant left. *She will report on November and December in January.*

Approval of Minutes

It was MOVED by Mrs. McBean-Clairborne, seconded by Mr. Stevenson, and unanimously adopted by voice vote, to approve the minutes of October 10th as corrected. MINUTES APPROVED.

Adjournment

The meeting adjourned at 4:27 p.m.